

EXHIBIT 1

New York City Housing Authority Work Order

WO #: 39295831	Reported By: MXINTADM	Craft: MAINT	Work Type: CM	Print Count: 1	M
Parent:	Actual Reported: 9-21-2015 07:36 PM	Status: CLOSE	Sub Work Type:	Scheduled: 09/23/2015	
Priority: 4	Ownergroup: DEV074	Resolution:	Court Date:	8AM - 12PM	1.26

Location Details Development: WAGNER Location: Description: Foyer/Hallway 01 Address: Location Type: FOYER/HALLWAY Class: Mold/Mildew Condition Problem: Mildew	Child Under 6: N Child Under 11: N Senior Citizen: N Life Support: N Apt Size: 6 Apt SEC 8: N	Resident Information Name: Apt: Permission to Enter: [] Phone: Caller Information Caller Phone: Caller Name: Call Taken By: USER EAI
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Work Order Description MILDEW CONDITION - MAINT	Last Insp Date:
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Workorder Status () Completed () Material not in Stock	() Resident Not at Home () Interrupted	Safety Information: N/A
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Select Craft for Follow-Up Work			
() Asbestos Handler	() Elevator Mechanic	() Maintenance	() Vendor
() Asbestos Hazard Investing	() Exterminator	() Painter	() Welder
() Bricklayer	() Glazier	() Plaster	() OTHERS
() Carpenter	() Lead Abatement Worker	() Roofer	
() Electrician	() Lead Investigator	() Tech services 504	

() Normal Wear and Tear	() Vandalism	() Accidental Damage	Reasonable Accomodation:
Choose One Remedy from the List Below () Abated () Installed () Removed () Repaired () Repaired Replaced () Replaced () Unfounded () Verified			

Check for These Items			
Fire Safety Notice	() Satisfactory	() Unsatisfactory	() Corrective Action
CO Detector	() Satisfactory	() Unsatisfactory	() Corrective Action
Window Guards	() Satisfactory	() Unsatisfactory	() Corrective Action
Smoke Detector	() Satisfactory	() Unsatisfactory	() Corrective Action
G.F.C.I OUTLET	() Satisfactory	() Unsatisfactory	() Corrective Action
Apartment Door	() Satisfactory	() Unsatisfactory	() Corrective Action
Apt Temp:	Water Temp:	Cat in Apt :	Dog In Apt :
() HA Follow Up:			

Notes: 21-SEP-15 MILDEW CONDITION - MAINT MILDEW CONDITION - MAINT 21-SEP-15 There was a leak before now the wall is crumbling and you can smell the mold There was a leak before now the wall is crumbling and you can smell the mold 23-SEP-15 Verified Verified Marlon Garcia STARTED:09/23/2015, 09:10:00 AM ENDED:09/23/2015, 09:15:00 AM UNFOUNDED			
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Started: 9-23-2015 09:10 AM	Completed: 9-23-2015 09:15 AM	How Many Installed:
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To be Completed by the Resident	
Resident Statisfied?: Yes() No()	Resident Confirmed Work: Start Date/Time End Date/Time:
Resident Refused Work:I, the resident of this apartment am refusing to allow NYCHA to complete the repair work listed in this work ticket.	
Resident: (print and sign name):	
Resident Comments:	

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If Mold is UNFOUNDED, photograph is REQUIRED to close work order.

Check if Mold handout was provided to resident (mandatory)

☐

If MOLD/MILDEW, enter exact sq. ft.

0

Conditions

Mold less than 10 square feet - Level 1 - Development Responsible

Mold between 10-100 square feet - Level 2 - Refer to MR&ST

Mold more than 100 square feet - Level 3 - Refer to MR&ST

☐ Check here if no Mold/Mildew, just Excessive Moisture (condensation visible/high humidity)

Action to Clean Mold	Check if Needed	Check if Done
Staff needs to clean mold		
Advised Resident to clean mold		

Identification of root Causes and Follow-up Activities (check all that apply):

Describe in notes (Mandatory)	Action		Plan	
	NYCHA Repaired	Resident Action Required	Child WO Needed	Capital Work Required
Root Cause of Mold/Mildew OR Excessive Moisture				
Vent clogged (dirty)				
Vent blocked (covered)				
Roof fan out of order				
Leak from above				
Leak from roof				
Leak from cracked bricks or pointing (external wall)				
Leak around windows				
Leak from plumbing or appliances in apartment				
Door has inadequate clearance for ventilation				
Not opening window				
Resident				
Can't find source - escalate				

Resident provided information:

Have you had a problem with mold or excessive moisture in the past:

☐ yes

☐ no

If yes, did you report it?

☐ yes

☐ no

If yes, how many times in the last two (2) years have you had either of these conditions?

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5 or more

Reminders:

1. Mold/mildew clean up greater than 10 square feet requires the resident to be given an appointment at least 4 days out and the child WO created with the correct target date for MR&ST staff
2. All non-cleaning related follow-up work requires the creation of child WOs
3. All staff who worked on this WO must be listed in the actuals, including the supervisor and caretaker

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NEW YORK CITY HOUSING AUTHORITY

Controlling **MOLD** In Your Apartment

MOLD is a fungus that grows on, and sometimes in, damp surfaces and objects.

In nature, mold helps break down dead material and can be found growing on soil, foods, plant matter, and other items. Mold produces microscopic cells called “spores” which are very tiny and spread easily through the air. Live spores act like seeds, forming new mold growth (colonies) when they find the right conditions. Mold is most likely to grow where there is water or dampness, such as in bathrooms.

Mold usually appears in its early stages as black circles or blotches. Most types of mold that are routinely encountered are not hazardous to healthy individuals. However, too much exposure to mold may cause existing conditions such as asthma, hay fever, or other allergies to get worse. The most common symptoms of overexposure are similar to the symptoms of overexposure to plant pollen, such as coughing, congestion, runny nose, eye irritation, and aggravation of asthma.

Preventing **MOLD**

Mold needs water to grow and is most often confined to areas near water sources. Removing the source of moisture by repairs and by providing sufficient ventilation is critical to preventing mold growth.

The Fresh Air Cure

Letting fresh air into your apartment lowers the amount of moisture which helps to reduce dust mites and cockroaches. Keep your apartment well ventilated by opening windows, using fans and arranging furniture so that windows are not blocked.

- Increase air circulation by moving fans and by moving sofas and other furniture away from walls and corners to promote air and heat circulation.
- Keep your bathroom window open even a little, when weather permits, especially when you are showering or drying clothes.
- If you have an exhaust fan in your bathroom, make sure it is working and remove any accumulated dust from the vent cover in order to improve air circulation. If your bathroom fan is not working, call the Centralized Call Center at (718) 707-7771 (or inform your Management Office if your development is not part of the Centralized Call Center program).

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Other Ideas That Will Help:

- Keep your apartment clean, dry and free of clutter.
- Lower humidity in the apartment during humid weather by using an air conditioner and/or a dehumidifier.
- Use your stove only for cooking, never for heating. When cooking, keep pots covered and windows open; even keeping windows slightly open will help.
- Use area rugs that can be taken up and washed often.
- Keep your drapes open during the day.
- Request repair of leaky plumbing or other water leaks as soon as possible.
- Keep the “drip pans” in your air conditioners, refrigerators and dehumidifiers clean and dry.
- Hang wet clothes to dry in open areas in your apartment, such as on bathroom shower rods, or on drying racks with the window open. Thoroughly wring out clothes prior to hanging. Take slow drying heavy items to the Laundromat.
- Dry all wet surfaces and reduce the moisture/water source upon discovery of condensation or moisture collecting on windows, walls or pipes.

Cleaning MOLD

Mold should be cleaned as soon as it is noticed using household cleaners such as Soft Scrub, Tilex, or other products labeled antimicrobial. **Never mix products containing ammonia with those containing bleach.**

Individuals who are cleaning mold should be free of allergies or symptoms such as nasal congestion, cough, sore throat or upper respiratory infections. The individual should wear protective clothing as recommended by the manufacturer of the household cleaner used. The cleaned area must be thoroughly dried with a sponge or rag that should **immediately be disposed of and not reused**. Absorbent materials that contain mold, such as linen or carpets, might need to be replaced.

If The Problem *Persists*

Mold can pose a health hazard for you and your family so it is important to eliminate the problem as soon as possible. When you’ve tried cleaning fluids and proper ventilation and nothing seems to help, report the mold problem to your Manager, Office or the Centralized Call center at (718) 707-7771. A returning mold condition may indicate an underlying problem such as a leak. Your Housing Manager will provide you with assistance to correct this condition.

078257 BADGE#	Marlon Garcia WORKER SIGNATURE/DATE	RESIDENT SIGNATURE/DATE	SUPERINTENDENT SIGNATURE/DATE
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